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13 January 1988

MEMORANDUM FOR: Chief/Personnel/AS/ICS

FROM: Vice Chairman/SIGINT Committee/ICS

SUBJECT: SIGINT Committee Deputy Data Base Administrator []

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REFERENCE: Position Description, Position No. []

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1. We have reviewed the position description cited above, previously submitted for this job, and affirm its validity. This note is to seek your immediate assistance in gaining approval for raising the grade of this position from GS-08 to GS-09. []

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2. Automated management of the Community's requirements for SIGINT (COMINT, ELINT and FIS) is the core responsibility of the SIRVES Subcommittee staff and is essential to the continued flow of information to meet intelligence producer and operational user needs. The SIRVES is committed to managing these requirements through an on-line computer data base system, the National SIGINT Requirements System (NSRS). This work requires the full-time efforts of our two assigned ADP specialists, who have a detailed working knowledge of the hardware and the software used to support the system. These include the [] and its associated SOLIS and DMS-2 software, IBM PC ATs, and the input and output software which we have had developed by contractors for use with the PCs. []

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3. The incumbents in these two positions, a GS-11 and a GS-08, are highly skilled and have reached their individual levels of expertise, largely as the result of on-the-job training and daily interaction and work with contractor and NSA ADP specialists who provide support to the NSRS. Such individuals are in great demand and we cannot hope to hire or retain such people at the skill levels needed without appropriately graded positions. Specifically with regard to the tasks and levels of responsibility of the SIRVES GS-08 position, they are fully commensurate with those graded GS-09 and higher elsewhere. For example, the ADP assistant (part-time) for the Intelligence Producers Council (while attached to the DI/CIA) was a GS-09, and the incumbent was promoted recently to GS-10, performing tasks similar to this position. []

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4. In summary, it is extremely important that we raise the grade of the GS-08 position as soon as possible. Failure to do so will most certainly result in a devastating and possibly prolonged disruption to the SIGINT requirements process, as the GS-08 incumbent has been offered an attractive position by another Agency organization. [REDACTED]

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cc: DDR&E/ICS

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